

# How to locate a PCR?

Enter transaction code ZPAA076

## Employee Action Request



Existing PCR No.



Personnel No.

Last 5 digits (SSN)

First

Last

Effective on

01/15/2008

Action Type

Reason

Click on your search matchbox



## Employee Action Request



Existing PCR No.

1000000674



Personnel No.

Last 5 digits (SSN)

First

Last

Effective on

01/15/2008

Action Type

Reason

Click on the diamond in the center for selections below to narrow search.

Employee Action Request

Existing PCR No.

Personnel No.

Last 5 digits (SSN)

First

Effective on

01/15/2008

Action Type

Reason

PCR ID (1) 500 Entries found

Restrictions

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PA	Pers.No.	SSN(last5)	A	Ac	Start date	Created	WF Stat	PCR ID
1501	1593	Z0 01	01/26/2008	00978865	N	1000000442		
1501	1676	Z0 01	01/26/2008	00607524	N	1000000451		
1501	2280	Z7 03	01/12/2008	01073422	A	1000000006		
1501	3905	Z0 01	01/26/2008	00773080	N	1000000441		
1501	5113	Z0 01	01/12/2008	01126056	C	1000000444		
1501	11210	Z0 01	01/03/2008	00448622	A	1000000109		
1501	12320	Z0 01	01/15/2008	00495592	R	1000000025		
1501	23664	Z0 01	01/12/2008	00495592	N	1000000024		
1501	32730	Z0 01	01/12/2008	00946460	A	1000000436		
1501	32730	Z0 01	01/12/2008	00946460	C	1000000050		
1501	41310	Z7 04	12/29/2007	01106943	A	1000000464		
1501	44983	Z7 04	12/29/2007	00946460	C	1000000088		
1501	46553	Z0 01	01/12/2008	01255202	N	1000000131		
1501	56150	Z0 01	01/26/2008	00985283	A	1000000489		
1501	56935	Z0 01	01/12/2008	00426851	A	1000000435		
1501	62755	Z0 01	01/12/2008	01073422	A	1000000004		
1501	68523	Z0 01	01/12/2008	00946460	A	1000000438		
1501	69330	Z0 01	01/12/2008	00946460	C	1000000037		
1501	70429	Z0 01	01/12/2008	00575625	A	1000000002		
1501	70429	Z0 01	01/12/2008	00575625	C	1000000001		
1501	73022	Z0 01	02/23/2008	00978865	N	1000000427		
1501	81010	Z0 01	01/26/2008	01223570	N	1000000392		
1501	82674	Z0 01	01/12/2008	00946460	D	1000000040		

## Restrictions

Personnel area	<input type="text"/> 
Personnel number	<input type="text"/>
SSN(Last 5)	<input type="text"/>
Action Type	<input type="text"/>
Reason for Action	<input type="text"/>
Start date	<input type="text"/>
Created by	<input type="text"/>
WF Status	<input type="text"/>
PCR ID	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>



Click on right side of 'Services for Object' button-> Workflow -> Workflow Overview

The screenshot shows the 'Employee Action Request' workflow overview. The left sidebar has a 'Workflow' menu item highlighted, with a dropdown menu showing 'Workflow overview' selected. The main area displays a 'PROPOSED' section with the following fields:

Area	1501	Transportation
Subarea	NC08	7day Interface
EE Group	0	Supplemental Staff
EE Subgroup	68	Temp FT S-FLSAOT
Org. Unit	14208466	DOT DOH DM 5 DISTRICT 3
Job	30004155	TRANSPORTATION TECHNICIAN
EE Position	54219352	TRANSPORTATION TECH IV

Below the 'PROPOSED' section is a 'Basic Pay' section with the following fields:

Pay Scale type	01	Graded
Pay Scale Area	11	Hourly
Pay Scale Group	6859	Level 68
Annual Salary	0.00	Hourly Salary 18.00
Calc Step - 0	0.00	
Min	17.11	
Max	27.56	

At the bottom is a 'Dates' section with the following field:

Last day worked	
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Scroll down to the bottom of screen.

Data on Linked Workflows

### Workflows for Object: PCR:1000000674

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

**Current data for started workflow: PA Action Approval WF for Sam Holland - PCR: 1000000674**

Steps in this process so far				
Step name	Status	Result	Time stamp	Agent
<u>Load approvers - Custom relations</u>	Completed		01/15/2008 - 09:14:28	<u>Angela Apple</u>
<u>1501 PA Action - New Hire (NC) for Sam Holland PCR: 1000000674</u>	Completed	Approved	01/15/2008 - 09:14:45	<u>ZWFAA1</u>
<u>Empty method - set deadline</u>	Completed		01/15/2008 - 09:14:47	<u>Workflow System</u>

You can view where PCR is by clicking on Information..., or PCR List Workflow Tracker.

**Workflows for Object: PCR:1000000674**

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

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Update Action 1000000674 - 200	Completed	01/15/2008 - 09:15:26	Workflow System
1501 Create New Hire (NC) Action for Sam Holland - PCR: 1000000674	Ready	01/15/2008 - 09:15:27	<u>Information...</u>

**Information objects addressed so far**

- PA\_PCR\_PCR-1000000674
- PCR\_List Workflow Tracker
- PCR\_Action\_10000006740004

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Heading			
Request ID:	1000000674	Status:	Approved
Action type	Z0	New Hire (NC)	Reason: New Hire (NC)
Agency	1501	Transportation	Org. Unit: 14200466 DOT DOH DIV 5 DISTRICT 3
Creator	3224	Angela Betty Apple	
Employee	0		Position: 54219352 TRANSPORTATION TECH IV

Navigation icons and a progress bar.

